



PROCEDURE	Page 1 of 5
Number: HP 02-01	
Revision: Rev. 9	
Issue Date: September 25, 2007	
Review Period: 3 years	
Supersedes Issues: Rev. 8	

Title:					
Access to the ALS (Building 6)					
Section where used <i>(List all sections/groups that will use this procedure):</i>					
All ALS Staff, Users, and other LBNL Escorts					
Prepared by	Date	Reviewed by	Date	Approved by	Date
Jim Floyd		Rick Bloemhard		David Robin	
		Brian Fairchild			
		Jeff Troutman			

Revision Log:			
No.	Date	Pgs. Affected	Brief Description of Revision
1	2/4/94	2-4, Form	Pg. 2: Sec. 2.0, revised paragraphs 2 and 3, added paragraph 4, Sec. 5.0, Title 5.1 added, step [1], last sentence added; Pg. 3: step [2] revised, NOTE added, new step [7], steps [8]-[11] renumbered; Pg. 4: Sec. 5.2 added; Form: visitor-escort agreement revised.
2	2/15/95	1-5, Form	Pg. 1: Signature block revised for new preparer; Pg. 2: Secs. 2.0 and 4.0 revised; Pgs. 3-5, Sec. 5.1 new; Sec. 5.2, renumbered and revised, steps; Sec. 5.3, renumbered and revised; Sec. 5.4 new; Sec. 6.0, ALS Visitor Registration Form replaced by Controlled Access Visitors Log page.
3	7/3/96	1-5, Appendices I and II	Pg. 1: Signature block revised for new preparer and reviewer, Section where used revised and controlled area location added to Sec. 1.0; Pg. 2: Sec. 2.0 revised to delete dosimeters and hrs/month limitation, to allow visits by minors, and relocate logs; Pg. 3: Sec. 5.1 step [2] revised for new log locations, steps [3] and [4] new; Pg. 4: Sec. 5.2 step [2] revised for new log locations, step [5][b] revised for escorts unable to return; Sec. 5.3[1][a] deleted, [1][b] relettered and revised for new log locations; Pg. 5: Sec. 5.4 new; Sec. 5.5 renumbered, step [1] revised for new log locations; Appen. I revised to delete <18 column and replace dosimetry number with employee number column; Appen. II revised to update radiation warning signs.
4	2/25/97	All	Title changed, procedure changed to eliminate visitor log books, ALS escorted visitor badges, and visitor handout information, to revise escort/visitor responsibilities, and to include escort information sheet and use of the ALS key card.
5	5/5/99	1,2,4	Pg. 1, Signature block updated; Pg. 2, Sec. 2.0, add Powell to tours, update names of offices, room and phone nos.; Pg. 4, NOTE in Sec. 5.4 added e-mail notification, added temporary to key card; Secs. 5.4 and 5.5, corrected names, phone nos.; Appen. from Rev. 4 still valid.
6	12/8/99	1, 2, 4, Appen.	Pg. 1, Signature block updated; Pg. 2, Sec. 2.0, added beacon info; Pg 4, Sec. 5.3 [5] and Appendix revised to replace "do not escort" with "do not linger."
7	11/18/03	1-4	Pg. 1, Signature block updated; Pg. 2, Sec. 2.0, added req. training and key card to unescorted visitor; Pg 3, Sec. 5.0 reverse 5.1 and 5.2; Pg. 4, Sec. 5.3 [4] [e] add Material.

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Revision Log (cont'd.):			
No.	Date	Pgs. Affected	Brief Description of Revision
8	5/21/07	1	Pg. 1, updated signature block.
9	9/25/07	1 – 4, AI	Pg. 1, updated signature block, Pg. 2, Sec. 2.0 added definition for Non-citizens from T5 countries; Sec. 3, added [3] DOE 420.B; Pg. 3, Sec. 5.1 added; Sec. 5.1 [4] changed contact from BL Coord. to Control Rm; Pg. 3-5 Sec. 5.0, content from Scope integrated into relevant section; in procedure and renumbered; Pg. 3, added Sec. 5.1, removed details of how to wear key card/ID Pg. 4, Sec. 5.3 [1] added training completion; Sec. 5.4 [4] terminology changed from 'radiological' to 'radioactive' material, Sec 5.3.2 [5] provide description and conditions for flashing beacons; Appen. I, warning signs updated and instructions for SR Beacon Locations.

1.0 PURPOSE

To define requirements for access to the ALS (Building 6) controlled area, which is all of the first floor of Bldg. 6.

2.0 SCOPE

This procedure governs access to the ALS/Bldg. 6. Since Bldg. 6 is a controlled area for radiation protection, all staff and escorts must have proper radiation safety training and all visitors must be escorted at all times.

The following definitions apply:

Staff	An ALS employee or an employee assigned to the ALS.
Visitor	A non-ALS LBNL employee, outside contractor, guest, friend/relative of any LBNL staff member, or child under 18, who is not part of a general tour and requires an escort.
Escort	Staff, user, or non-ALS LBNL employee with the required training and an LBNL key card with access to the ALS.
Unescorted Visitor	A non-ALS LBNL employee or outside contractor with a particular need to access the ALS to work without an escort; has the required training and an LBNL key card with ALS access.
User	An experimenter working at a beamline on the first floor of Bldg. 6.
Non-citizens from T-5 countries	Individuals who are not U.S. citizens and were born in, are a citizen of, or affiliated with a T-5 country (Cuba, Iran, North Korea, Sudan, Syria) require approval from the DOE Headquarters and Site Access Office NOTE: <i>This requirement does not include individuals from T-5 countries who became U.S. citizens. The requirement does, however, include permanent residents or "green card" holders.</i>

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3.0 REFERENCES

- [1] ALS Procedure ALS 01-04, Site-Specific Training for Staff, Users, and Others New to the ALS
- [2] 10 CFR 835.901, Occupational Radiation Protection
- [3] DOE Order 420.2B, Safety of Accelerator Facilities

4.0 REQUIRED MATERIALS, EQUIPMENT, SUPPLIES, TOOLS, AND MANPOWER

Required training

Key card/ID

ALS Guest Book, if escorting visitor(s)

5.0 PROCEDURE

5.1 Building Access Controls

- [1] Non-citizens from T-5 Countries

NOTE: *This requirement does not include individuals from T-5 countries who became U.S. citizens. The requirement does, however, include permanent residents or "green card" holders.*

- [a] Individuals who are not U.S. citizens and were born in, are a citizen of, or affiliated with one of the following T-5 countries require approval from the DOE Headquarters and the Site Access Office.

- [i] Cuba

- [ii] Iran

- [iii] North Korea

- [iv] Sudan

- [v] Syria

- [b] For access approval, contact the Site Access Office (Ext. 7592) as soon as possible. Approval can take up to six months.

- [2] Access to the first floor of Bldg. 6 is controlled by a key card system at all entrances. All staff and users will be issued a key card, which also serves as official LBNL/ALS identification (ID). Call the ALS Services User Office (USO), Ext. 7745, for information on key card availability.

- [3] Training requirements must be fulfilled to obtain a key card. Training requirements are detailed in Ref. [1].

- [4] If Your Key Card Does Not Work

- [a] During normal business hours, call the USO, Ext. 7745.

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- [b] During evening and weekend hours, call the ALS Control Room (CR), Ext. 4969.

5.2 Bldg. 6 Access for Visitors

- [1] Must be accompanied by an escort.
- [2] General tours for large groups of visitors should be arranged and handled through the Community Relations Office (Ext. 4387).

5.3 Bldg. 6 Access for Escorts**5.3.1 Requirements**

- [1] Must be an ALS staff, user, or non-ALS LBNL employee.
- [2] Must have completed the proper radiation safety training and have a key card coded for access to Bldg. 6.

5.3.2 Responsibilities

- [1] Check with the CR (Ext. 4969) if visitors will be escorted inside the shielding in Building 6 when the accelerator is not operating to ascertain which testing and maintenance areas should be avoided.
- [2] Have the visitor sign the ALS Guest Book, located in the lobby of Bldg. 6 and at the Bldg. 80 door to Bldg. 6.
- [3] Stay with the visitor at all times.
- [4] Do **not take** visitors into areas posted with these signs (see Appendix I):
 - [a] Radiation Area
 - [b] High Radiation Area
 - [c] Radioactive Material Area
 - [d] Radioactive Material Storage Area
- [5] Since the radiation levels are higher during storage ring (SR) fills, personnel without further radiation training should not loiter on top of the SR shielding when the red beacons are flashing. Beacons are positioned at each set of stairs leading to the top of the SR shielding. The beacons flash red indicating injection into the storage ring can occur at any time. (see Appendix I for beacon locations).

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- [6]** Direct visitor to the nearest exit if a continually ringing alarm is heard.
- [7]** Ensure visitor follows directions if a special announcement is made on the public address (PA) system.

5.4 Bldg. 6 Access for Unescorted Visitors

NOTE: *ALS employees should direct individuals who require unescorted access to Bldg. 6 to the USO and notify the USO by e-mail (alsuser@lbi.gov) with the individual's name and reason unescorted access to Bldg. 6.*

- [1]** The USO staff will:
 - [a]** Provide required training; see Ref. **[1]**.
 - [b]** Issue an unescorted visitor temporary key card.
 - [c]** Request that the unescorted visitor temporary key card be returned to the USO at the end of the visit.

6.0 APPENDIX**Appendix I: Escort Information Sheet**